



Rio Arriba County Detention Center

(RACDC) POLICY 009: LOGS

Detention personnel shall maintain logs that contain complete and accurate information pertaining to the operation activities of the Rio Arriba County Detention facility. Logs are a vital source of information to detention staff and are an important source of documentation.

Procedure:

1. The administration shall review logs on a daily basis to ensure that complete and accurate information is being recorded by detention personnel during their shifts.
2. Detention personnel shall read and sign daily post orders to ensure that they have been read and understood.
3. Detention officers and Control Officers shall maintain complete and accurate logs pertaining to their specific duties during their shifts. Logs will be clearly written and will include, at a minimum:
 - a. Names of personnel on duty.
 - b. Time and results of security checks.
 - c. Time and results of official counts and bed checks.
 - d. Time, date, and name of inmates admitted and released.
 - e. All shift activities and routine and unusual incidents as well as action taken.
 - f. Time of meals served.
 - g. All inmate movements.
 - h. Notations of problems, disturbances, and distribution of emergency and security equipment.
4. All logs shall be kept as permanent county records.

Inmate Population Data

1. Detention officers shall write the name and status of all inmate admitted or released during their shift.
2. The Detention officers on all shifts shall tally the daily inmate count at the beginning and at the end of their shift.



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3. Detention officers on all shifts shall verify the accuracy of daily inmate counts by:
 - a. Reviewing the daily facility log to ensure that all inmates admitted or released are accounted for on the inmate count form.
 - b. Reviewing the results of inmate counts conducted. (Formal and informal).
4. Detention officers on every shift shall write the total verified inmate count on the control center Log.